



Access Policy and Procedures

(As of 6-09)

I. General Policies and Procedures

1. The purpose of the ACM Media Center, (2350 Dole St., # 200, Ph. 956-0750), is to provide equipment for **assigned projects** in the following classes:

- ACM 310 Cinematic Narrative Production
- ACM 312 Cinematography
- ACM 370 Directing for the Visual Media
- ACM 399 Directed Group Project
- ACM 405 Documentary Production
- ACM 410 Advanced Cinematic Production
- ACM 455 Indigenous Filmmaking
- ACM 470 Advanced Directing
- ACM 499 Directed Reading and Research

The Media Center's equipment can only be operated/used by students enrolled in ACM classes for ACM assigned class projects. ACM 410 has priority for equipment reservations.

2. Other students wishing to check out equipment who are not currently enrolled in an ACM production class listed above must have successfully completed ACM 310, be an ACM major, show an equivalent level of competency and attain Media Center Production Manager or ACM instructor approval.
3. Student Media Center assistants are present to uphold these policies and procedures in addition to helping facility users with equipment and facilities; however, they are not required to work on student projects. If you are having problems with the equipment or are running into any other difficulties, please ask for help and a staff member will try to assist you as best as possible.
4. Students borrowing equipment must have read and abide by all ACM Media Center policies and procedures in addition to being familiar with proper equipment use and safety measures.
5. **All ACM equipment is for use on the island of Oahu only.** Use of ACM equipment on the outer islands or else where must be approved by both the ACM Instructor and the ACM Production Manager, and the student must show proof of insurance to cover the replacement cost of equipment borrowed.
6. The ACM Media Center Production Manager shall make final decisions regarding any schedule conflicts, equipment use, studio use, hours of operation, etc.
7. The ACM Media Center studio facilities have been designed to accommodate the general needs of the students it services. The ACM Media Center Staff request that NO HARDWARE and/or SOFTWARE CHANGES be made to any system. Should you need assistance, please feel free to ask an ACM Media Center Staff member who will try to assist you as best as possible.
8. Any individual may be denied use of the ACM Media Center equipment and/or access to its facilities at any time if any misuse or abuse of any equipment, reservation privileges, equipment use policies, improper conduct or behavior which is hazardous or disturbing to others occurs. Use of Media Center Equipment for other than ACM assigned projects will result in failure of the class and monetary restitution.
9. Students who have received an **incomplete** in a production class will not have access to equipment.

II. Certification

1. In order to reserve/use ACM Media Center's cameras students must be certified by ACM Media Center Staff and/or by an Instructor through a production class during the present semester. **No exceptions!** Certification status must be **renewed each semester** by appointment.
2. Orientation and practice sessions may be provided to a production class by an Instructor or through arrangements made with the ACM Media Center Staff based on resource availability.
3. Students seeking to renew "certified status" must be enrolled in an ACM Production class, have taken ACM 310, and/or receive consent from the ACM Media Center Production Manager.
4. "Certified status" can be obtained through the passing of a practical, hands-on exam demonstrating knowledge of proper equipment use and function, general maintenance, and safety measures.
5. A minimum 1 day respite period is required between an orientation/practice session and a certification exam or between an unsuccessful certification exam and a certification makeup exam.

III. Reserving Remote Equipment

1. Remote equipment may only be reserved by certified students. Reservations must be made at least 24 hours in advance. The ACM Media Center staff has the right to refuse service to student(s) if reservations are not made 24 hours in advance.

All reservations made more than a week in advance will be honored. Reservations made within a week may be subject to priority classes (ACM 410).

2. ACM 399/499

All major production and post-production positions, **Director, Producer, D. P., Sound, Editor, Writer**, will be filled by **current ACM majors**. However if an ACM 399/499 project wishes to use former ACM students* in the roles of either D.P. or Sound, then equipment for those positions will not be supplied by ACM.

***Exceptions must be formally submitted to the Curriculum Committee in a timely manner for approval.**

3. All reservations are to be made with the assistance of an ACM Media Center staff member by either signing up in the "remote reservation" book or by phone at least 24 hours in advance. In the case of a phone reservation the reservation must be confirmed, by an ACM Media Center staff member, before the reservation becomes valid.

When making the reservation in person, if an ACM Media Center staff member is unavailable, students may request a reservation on a signup sheet posted in the ACM Media Center office. Reservations must be confirmed, by an ACM Media Center staff member, before the reservation becomes valid.

For phone reservations, if an ACM Media Center staff member is unavailable the message system will time stamp the reservation but the reservation must be confirmed by an ACM Media Center staff member before the reservation becomes valid.

4. Any equipment requiring certification may not be reserved until student has been certified for that specific piece of equipment.
5. All reservations will be **restricted to two weekends per project**. Weekday reservations may be assigned a maximum time limit for equipment reservations by the Instructor or ACM Media Center Production Manager as deemed appropriate or depending on facility demands.
6. Students must present a validated UH student ID when checking out equipment.

III a. Digital Still Cameras

1. ACM has available for checkout one Canon Rebel digital still camera, which may be reserved by students for a regular two-night checkout period, depending on facility demands.

III b. Semester Checkout

1. Cameras may be assigned to certified users in classes for the entire semester pending instructor approval.
2. All semester check-outs must be returned by the last day of the final exam period, unless arranged differently by instructor. Failure to do so may result in a grade of incomplete in the course or other forms of academic reprimand.
3. All group members must be present to check-out and check-in the equipment.

III c. Check-in and Check-out Times

1. CHECKOUT - equipment will be available for checkout between **2 pm and 4:15 pm**, Monday through Friday with a grace period of 15 minutes, after which the equipment will be released on a first come first served basis. Reservations may be made to check out equipment between 8:30 AM-4:50 PM Monday through Friday.
2. Student(s) checking out ACM Media Center equipment must inspect the equipment together with a Media Center staff member to verify that the equipment is operational and note on the checkout sheet, any damage that the equipment has already sustained. The student(s) and the staff member will then sign the checkout sheet for mutual agreement of the condition of the equipment. Should, for any reason, the student(s) take the equipment from the Media Center checkout area without verifying the operation of the equipment, they will be held wholly responsible for any damage and operational defects to the equipment.
3. **CHECK-IN** – equipment must be returned between **8:30 am and 10 am**, Monday through Friday. Equipment must be returned to an ACM Media Center staff member at the Media Center.
4. Standard checkouts are for a period of **two nights**. If you check out a piece of equipment on Monday afternoon, it must be returned on Wednesday morning, Tuesday checkouts must be returned Thursday morning, etc.
5. Equipment checked out on Thursday afternoon **MUST BE RETURNED ON FRIDAY MORNING**. This is a one-night checkout only and equipment cannot be kept through the weekend without special permission from an instructor and/or the Media Center Production manager and pending equipment availability.
6. Equipment checked out on Friday afternoon **MUST BE RETURNED MONDAY MORNING**.

IV. Canceling Reservations

1. An equipment reservation will be held up until 4:30 pm, which includes a grace period of 15 minutes, on the reserved day. If the equipment is not picked up by 4:30 pm, the equipment will be released for checkout to students without reservations.
2. If a student is unable to pick up equipment he/she must contact an ACM Media Center staff member no later than 15 minutes prior to the reserved time to cancel the reservation. In the event that the student fails to pick up reserved equipment by 4:30pm and/or doesn't cancel the reservation, the student will be penalized one mark.

V. Stock Music Use

1. ACM has an agreement with a music company to use their copyrighted music in ACM productions. This music is available on-line after a student signs a **Music Download Agreement**. ACM also has a **Sound Effects Library &** music from **Apple Mountain** on a hard drive at the Media Center.
2. Students must bring their own storage medium (Apple laptop, external hard drive) to copy music/sound effects found at the Media Center for production use. The original audio CDs containing the music, as well as the ACM hard drives containing the digitized versions of the music, **CANNOT** be checked out and must not leave the ACM Media Center facilities.

3. Students must fill out the ACM Music Release Form for all songs used in projects. This form is available in the ACM Media Center and on the ACM website under the resource tab.

VI. "Safety Principles" of the ACM Media Center

1. **NEVER FORCE ANYTHING.** If something you are attempting to do requires any amount of excessive force, STOP and review your methods.
2. **NEVER OVER TIGHTEN.** This may cause the stripping of threads and/or the use of excessive force can damage the equipment. (See Golden Rule #1)
3. **NEVER LEAVE EQUIPMENT UNATTENDED.** Camera and other video equipment are prime targets for theft.
4. **NEVER LEAVE EQUIPMENT EXPOSED TO ANY HEAT SOURCE.** This includes never leaving the equipment in the trunk of a car. Heat will damage the equipment and ruin your videotapes, so remember to remove the videotape from the camera before transporting.
5. **NEVER TAKE ACM EQUIPMENT TO THE BEACH OR NEAR SHORELINES.** Sand and salt air/spray can clog and damage the sensitive equipment.
6. **NEVER USE THE EQUIPMENT IN "RISKY" ENVIRONMENTS.** "Risky" locations are defined as, but not limited to any time of airborne devices or locations including airplanes, helicopters, skateboards, motorcycles, rollerblades, etc., night time shoots in low lit and/or unsafe areas, and "remote" areas which require transport of equipment over rough terrain. Final determination of "risky" environments shall be at the sole discretion of the ACM Media Center Director.
7. **NEVER TOUCH OR ATTEMPT TO CLEAN THE LENS WITH ANYTHING OTHER THAN THE SUPPLIED CLOTH AND SOLUTION.** There is a high probability of scratching and permanently damaging the lens without the proper cleaning materials. Either use the supplied cleaning materials or have an ACM Media Center Staff member clean the lens for you.
8. **NEVER AIM THE CAMERA'S VIEWFINDER or LCD SCREEN DIRECTLY AT A STRONG LIGHT SOURCE.** This includes the sun, the reflection from the sun off an object, a strong lamp, or other lighting element(s).
9. **ALWAYS EJECT TAPE BEFORE SHUTTING OFF THE CAMERA!** Tape can become slack and ruin the tape recording heads.
10. **NEVER STORE CAMERA IN CASE WITH BATTERY ATTACHED!** Battery will lose its charge and shorten its useable life!

VII. Penalties

NO-SHOW PENALTY AND LATE PENALTY

Students will receive a **mark** each time a reservation is neither utilized nor canceled, and also when equipment is returned late or checked in improperly. Upon receiving **two (2) marks** that user/student will lose his/her reservation privileges. Upon receiving **three (3) marks** the user/student will lose his/her Media Center privileges (use of equipment) and/or receive academic reprimand as decided by the supervising Instructor/Faculty.

MISUSE / ABUSE PENALTY

Any individual, at any time, may be denied use of the ACM Media Center equipment and/or access to facilities if any misuse or abuse of any equipment, reservation privileges, equipment use policies, improper conduct or behavior which is otherwise hazardous or disturbing to others occurs.

LIBILITIES

Users/students are liable for lost or damaged equipment. Failure to pay for repair or replacement of lost or damaged equipment in an expeditious manner can result in legal action, failing the class and, in extreme cases, expulsion from class, withholding of degree, transcripts not tendered, and a hold placed on your account that will prevent you from registering until restitution is made.

VIII. Copyrights

The University of Hawaii, Academy for Creative Media retains the non-commercial copyrights to all student projects.

Policies and Procedures Agreement

Having read and understood the ACM Media Center Policies and Procedures I, the undersigned, and in return and for the good and valuable consideration of utilizing the ACM Media Center's equipment and facilities, do hereby accept and abide to the above policies and procedures.

I, the undersigned, also understand the ACM Media Center Policies and Procedures completely and have no questions about it and agrees to and with all terms and conditions and declarations stated herein.

Print Name

Signature

Date